Planning Checklist
Stages of Child and Adolescent Development

You for Youth

Planning Checklist

Use this checklist to record ideas and track your planning process for supporting students based on their developmental stages as you complete the actions listed below.

Planning Checklist

Action 1: Build Knowledge

As you begin to think about child development, there is some important knowledge you must have. Use this section to document your learning in the following areas:

- Stages of development
- Areas of development
- Child development theories
- Personality

☐ **Review the Stages of Child Development**

Here are the stages of child development:

☐ Prenatal (conception to birth)
☐ Infancy (birth to 2 years)
☐ Early Childhood (2-6 years)
☐ Middle Childhood (6-9 years)
☐ Late Childhood/Early Adolescence (9-12 years)
☐ Middle Adolescence (12-15 years)
☐ Late Adolescence (15-18 years)

☐ **Recruit a Program Team That Can Support the Areas of Development**

Here's a list of potential team members who could support the four areas of development. Select the roles you'd like to add to your team. If you think of specific people, add their names!

Physical
☐ School nurse
☐ Coach
☐ Local pediatrician
☐ Other: _____
☐ Other: _____

Emotional
☐ School counselor
☐ Retired senior citizens
☐ Big Brother/Big Sister program
☐ Other: _____
☐ Other: _____

Social
☐ Students
☐ Other: _____
☐ Other: _____

Cognitive
☐ Educational diagnostician
☐ Teachers, including special education teachers
☐ Local pediatrician
☐ Other: _____
☐ Other: _____

Planning Checklist

☐ **Consider Child Development Theories**

Use the space below to record your thoughts as you explore each theory. Ask yourself these questions:

- What is something new you learned?
- Which theory validates your experiences working with youth?
    - ☐ Freud's Psychosexual Developmental Theory
    - ☐ Erikson's Psychosocial Developmental Theory
    - ☐ Behavioral Child Development Theories (e.g., John B. Watson and B.F. Skinner)
    - ☐ Piaget's Cognitive Developmental Theory
    - ☐ Bowlby's Attachment Theory
    - ☐ Bandura's Social Learning Theory
    - ☐ Vygotsky's Sociocultural Theory
    - ☐ Other evolving theories and perspectives

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☐ **Consider Personality and Preferred Learning Styles**

Each child has their own personality and responds differently to experiences. Knowing this can help you guide students in a positive and caring way that meets individual needs. Providing a variety of ways for students to engage lets them practice their preferred learning style and try new ways of learning as well. Here are some tips related to personality and learning styles. Check the items you think you need to work on.

Nurturing a Child's Personality
- ☐ Don't label.
- ☐ Be a good listener.
- ☐ Be gentle.
- ☐ Don't compare.
- ☐ Model good behavior.
- ☐ Allow for free play.
- ☐ Limit screen time.
- ☐ Set boundaries and rules.
- ☐ Encourage independence.
- ☐ Practice gentleness.

Planning Checklist

Accommodate a Variety of Learning Styles

- ☐ Kinesthetic examples: Use gestures to represent key vocabulary words, use math manipulatives to model multiplication.
- ☐ Auditory examples: Use a song to introduce new vocabulary, use online multiplication song videos.
- ☐ Visual examples: Paint a picture to illustrate new vocabulary words, use an online multiplication game.

Resources

Use these Y4Y tools:

- **Stages of Child and Adolescent Development at a Glance**
- **Stages of Child and Adolescent Development Research Brief**
- **Child and Adolescent Development Theories**
- **Areas of Child and Adolescent Development**
- **Identifying and Supporting Learning Styles**
- **Screen Time Alternatives**

Action 2: Prepare for Success

You may not know all the circumstances your students come from, but you can apply compassionate care to all. Here are some strategies for planning and continuous improvement to achieve long-term success. Check off the strategies you'd like to discuss with your program team.

- ☐ Meet with appropriate school-day leaders.
- ☐ Pick an assessment.
- ☐ Ensure equity and inclusion.
- ☐ Train your staff.
- ☐ Make weekly notes about each child to track concerns or progress.
- ☐ Set reporting dates.

Use this space to document any important information you want to remember related to these strategies.

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Resources

Use these Y4Y Trainings to Go to coach and train your staff:

- **Building a Strong Program Team: Focus on Child and Adolescent Development**
- **Understanding Development and Connecting With Children**
- **Partnering With Families for Healthy Child Development**

Use this Y4Y tool as a training aid:

- **How to Make an Origami Crane**

Planning Checklist

Action 3: Dive Into the Stages of Growth and Development

It's helpful to about how children typically grow physically, cognitively, socially and emotionally at different stages of their development. This can help you understand the types of activities that are appropriate for each stage and provide supports as needed. For each stage, select the areas that you and your staff need to work on, and add notes for things you'd like to remember.

Infancy to Early Childhood Age 4
- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Early Childhood Ages 4-6
- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Middle Childhood Ages 6-9
- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Late Childhood/Early Adolescence Ages 9-12

- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Middle Adolescence Ages 12-15

- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Late Adolescence Ages 15-18

- ☐ Milestones
- ☐ Room Setup/Environment
- ☐ Activities
- ☐ Involving Families
- ☐ When to Seek Advice

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Resources
Use this Y4Y tool:

- **Stages of Child and Adolescent Development Matrix**

Planning Checklist

Action 4: Build Relationships With Children

There is a strong connection between relationship building and the ability to support and meet the needs of students. Understanding the social and emotional developmental milestones for your students will enable you to better understand this connection. Use this section to record your thoughts related to four fundamentals for building deep connections with students.

Build Trust

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Show Compassion

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Communicate

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Be a Role Model

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Resources
Use these Y4Y tools:
- **Individualized Observations Log–Early Childhood**
- **Individualized Observations Log–Late Childhood**
- **Individualized Observations Log–Middle Childhood**
- **Student Self-Assessment–Early Adolescence**
- **Student Self-Assessment–Late Adolescence**

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Action 5: Build Relationships With Families

Building relationships with your students is important, and it's equally important to build relationships with your students' families. This can be challenging, especially if families think that communication means you're going to tell them something's wrong. Consider these strategies for improving communication and building positive relationships. Check the items you'd like to bring back to your staff and program team.

Don't Jump to Conclusions and Have All the Facts
- ☐ Ask yourself: "Is this a single instance or an ongoing pattern?"
- ☐ Communicate with the child. If you have built a trusting relationship, they will likely share why they are feeling the way they are.
- ☐ Provide some immediate support to the child, such as a safe space in the room where they can decompress.
- ☐ If behavior continues, talk with school-day leaders, school nurse, and/or counselor to make a support plan.
- ☐ If the support plan is not working, then you may need a meeting with the child's parents and school-day leaders to share concerns and get their input.

Share Positive Things — The Sandwich Approach or "Feedback Sandwich"
- ☐ When you first call or meet the family, start by saying something positive about their child.
- ☐ Add in the challenge.
- ☐ Finish with another positive.

Reach Out "Just Because"
- ☐ Get to know family members by asking questions or sending interest surveys.
- ☐ Inform families of upcoming events.
- ☐ Share something interesting or fun about their child or the whole class.

Resources
Use this Y4Y tool:
- **Sample Caregiver Survey**